

Occupational Problem-Solving Narratives for Small Business Thematic Unit

- 1.) You are opening a small business and want to develop a customer base. You and your partner want to send out information and promotional material to other businesses and organizations in the community. You decide to compile all of the names, addresses, phone numbers, and fax numbers of the contacts in the area. The contacts include individuals, local businesses, community service organizations, churches, and government offices. With your partner, you must create a database of this information using the available software.

- 2.) You are opening a small business with a partner. You decide that you need to develop a budget to keep your finances in order. After the initial construction and start-up costs, you have \$10,000 for your office. You can use the money toward office supplies, equipment, furniture, subscriptions, software, or your own education and professional development. The office duties include data entry, filing, answering office phone calls, arranging appointments with clients, sending out and receiving mail, writing office memos, writing correspondence, and doing the business accounting. Create a budget using the available software that includes the items you would purchase and the amount each costs. Divide your spending into categories (i.e. Office Supplies, Educational, Software...). Under each category, create a subtotal of the costs. Then create a total cost.